

Application for Free Library Service: Individuals
Tennessee Library for the Blind and Physically Handicapped
403 Seventh Avenue North
Nashville, TN 37243-0313
E-mail: tlbph.tsla@state.tn.us
Telephones: (800) 342-3308; (615) 741-3915

Please print or type:

Applicant's Name _____
(first) (middle) (last)

Street Address _____
(number) (street name or route) (apartment or box number)

City _____ State _____ Zip +4 _____

County _____ Phone: day: () _____ evening: () _____

Date of Birth _____ (Month/Day/Year) Sex: ☐ Male
☐ Female

☐ By law, preference in lending of books and equipment is given to veterans. Please check here if you have been honorably discharged from the Armed Forces of the United States.

Eligibility and Certification

Please check the primary disability preventing you from reading standard print:

- ☐ **Blindness** Visual acuity of 20/200 or less in the better eye with correcting lens, or the widest diameter of visual field is no greater than 20 degrees.
- ☐ **Visual Handicap** Inability to read standard printed materials without special aids or devices other than regular glasses.
- ☐ **Physical Handicap** Inability to read or use standard printed materials as a result of physical limitation, e.g., paralysis, lack of arms or hands, extreme weakness.
- ☐ **Reading Disability** Organic dysfunction of sufficient severity to prevent reading printed material in a normal manner (Must be certified by a doctor of medicine or osteopathy).
- ☐ **Deaf and Blind** Combination of legal blindness and profound hearing loss.



In addition to any of the previously indicated conditions, do you also have a hearing loss?
If yes, please indicate the degree:

☐ **Moderate** (some hearing loss) ☐ **Profound** (cannot hear or understand speech)

To be completed by certifying authority

(see definitions of “certifying authority” below)

I certify that the applicant named has requested library service and is unable to read or use standard printed material for the reason indicated on the previous page:

Please print or type:

Name _____ Title _____

Street Address _____ Phone () _____

City, State _____ Zip+4 _____

Signature _____ Date _____

Definition of “Certifying Authority”

1. In cases of blindness, visual handicap, or physical handicap, certifying authorities include doctors of medicine, optometrists, registered nurses, nurse practitioners, physicians’ assistants, therapists, professional staff of hospitals, institutions, and public agencies (e.g., social workers, counselors, or rehabilitation teachers). In the absence of any of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to the Library of Congress.

2. In the case of a reading disability from an organic dysfunction, the certifying authority must be a doctor of medicine or osteopathy, who may consult with colleagues in associated disciplines.

3. A family member is not eligible to sign this application as a certifying authority.

Note: Applicants must be residents of the United States, including the 50 states, territories, insular possessions, and the District of Columbia, or American citizens temporarily living abroad.

Books and Equipment

You may borrow books and magazines in several media. Playback equipment is also loaned for use with the recorded materials. Please check those you wish to receive:

- ☐ **Talking Books on cassette and a cassette player** (playback only). Please choose one of the following cassette players:
 - ☐ **Standard cassette player**, plays 15/16 ips, 4-track Library of Congress cassettes, and also plays 1-7/8 ips, 2-track commercially recorded cassettes. Operates with a rechargeable battery.
 - ☐ **Easy cassette player**, plays 15/16 ips, 4-track cassettes only. For persons who have difficulty using the standard cassette player. Must be plugged into electricity for operation.
- ☐ **Talking Books on records and a record player**, plays 8 rpm, 16 rpm, and 33 rpm records. Must be plugged into electricity for operation.
- ☐ **Braille Books** ☐ **Large Print Books**
- ☐ **Magazines**— a catalog for magazine selection will be sent in the format checked:
 - ☐ Braille ☐ Cassette ☐ Large Print
- ☐ **Music**—not music for listening, but instructional recordings and braille or large print music scores and magazines loaned directly from the National Library Service/ Library of Congress.

Machines' Accessories

Special accessories for players are available. Please check those needed:

- ☐ **Headphones** (Solely for use where speakers are not permitted)
- ☐ **Amplifier** (Solely for use by readers with profound hearing loss. Ask for separate application which requires a physician's or audiologist's signature)
- ☐ **Pillow Speaker** (Solely for readers confined to bed)
- ☐ **Remote Control** (For readers with limited use of their hands. Ask for separate application)
- ☐ **Breath Switch** (For use with remote control)
- ☐ **Extension levers for cassette player** (For readers with limited use of their hands in operating cassette player controls)

Reading Preferences

Select the type of book service you desire (choose only one):

- ☐ **I want to receive only my own requests.** I will send the library requests from catalogs, "Talking Book Topics," "Braille Book Review," or other sources.
- ☐ **I would like the library to select books for me when my requests are not available.** My reading interests are:

- | | |
|---|--|
| <input type="checkbox"/> Adventure | <input type="checkbox"/> Biographies |
| <input type="checkbox"/> Animal Stories | <input type="checkbox"/> Government/Politics |
| <input type="checkbox"/> Best Sellers, Fiction | <input type="checkbox"/> Health |
| <input type="checkbox"/> Best Sellers, Nonfiction | <input type="checkbox"/> History, World |
| <input type="checkbox"/> Classics, Pre-20th cent. | <input type="checkbox"/> History, United States |
| <input type="checkbox"/> Classics, 20th century | <input type="checkbox"/> History, U. S. Frontier |
| <input type="checkbox"/> Gothic Novels | <input type="checkbox"/> Cooking |
| <input type="checkbox"/> Historical Novels | <input type="checkbox"/> Hobbies and Crafts |
| <input type="checkbox"/> Romance Novels | <input type="checkbox"/> Humor |
| <input type="checkbox"/> Mysteries | <input type="checkbox"/> Music, Books About |
| <input type="checkbox"/> Espionage Novels | <input type="checkbox"/> Plays |
| <input type="checkbox"/> Occult Novels | <input type="checkbox"/> Poetry |
| <input type="checkbox"/> Science Fiction | <input type="checkbox"/> Religion |
| <input type="checkbox"/> War, Fiction | <input type="checkbox"/> Sciences |
| <input type="checkbox"/> Westerns | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Nostalgic Fiction | <input type="checkbox"/> Travel, Foreign |
| <input type="checkbox"/> Modern Novels | <input type="checkbox"/> Travel, United States |
| <input type="checkbox"/> Short Stories | <input type="checkbox"/> War, Nonfiction |
| <input type="checkbox"/> Family Sagas | <input type="checkbox"/> Other(s) _____ |

(Please Specify)

I do not wish to receive books that contain:

- | | |
|---|---|
| <input type="checkbox"/> Explicit descriptions of sex | <input type="checkbox"/> Children's material |
| <input type="checkbox"/> Strong language | <input type="checkbox"/> Young adult material |
| <input type="checkbox"/> Violence | <input type="checkbox"/> Adult-reading level material |

My preferred language for reading is:

- ☐ English
- ☐ Spanish
- ☐ Other(s) _____ (Please Specify)

Please give the name of a person to be contacted if you cannot be reached for an extended period:

Name _____ Phone: () _____

If you have received this service from any other library for the blind and physically handicapped, please provide the following information:

Library Name _____

City _____ State _____

Dates, if known _____

Applicant Agreement

It is the responsibility of the applicant to:

1. Return library materials and machines to the Tennessee Library for the Blind & Physically Handicapped when they are no longer being used.
2. Notify the library of any address or telephone number changes.
3. Take reasonable care of materials and machines.
4. Borrow at least one book or magazine per year.
5. Read and return books within six weeks of their receipt, to allow others the opportunity to read.

I understand the above responsibilities and agree to follow them.

Signature of applicant _____

Please mail this completed application to:

**Tennessee Library for the Blind and Physically Handicapped
403 Seventh Avenue North
Nashville, TN 37243-0313**

Notes to Applicant

Once your application is received, the library staff will contact you with additional information explaining the service. You will be sent one or more of the library's latest catalogs (for ordering books) and the equipment you requested. The library staff will also process your subscription to either "Talking Book Topics" or "Braille Book Review," which will be mailed directly to your residence, to let you know about the latest books at the library.

If you have any questions concerning this information, or need additional assistance in completing this application form, please call the Tennessee Library for the Blind & Physically Handicapped at:

(800) 342-3308, toll free in Tennessee

(615) 741-3915 (Nashville area)

FAX: (615) 532-8856

E-MAIL: tlbph.tsla@state.tn.us

The Tennessee Library for the Blind and Physically Handicapped is open to the public during the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, and is closed on Tennessee State Holidays. Visitors are welcome to visit the library, in the Tennessee State Library and Archives Building, located at 403 Seventh Avenue, North, in Nashville.

The machines and special attachments are supplied to eligible persons on extended loan. If this equipment malfunctions, please call the library for instructions to return for replacement. If the equipment is no longer being used in conjunction with the recorded materials from the Tennessee Library and the National Library Service/Library of Congress, it must be returned to the Tennessee Library for the Blind and Physically Handicapped.

Confidentiality

The information required on this application pertains to eligibility for and establishment of free library services for blind and physically handicapped individuals.

This information is required by the National Library Service for the Blind and Physically Handicapped of the Library of Congress to fulfill the requirements of Public Law 89-522. Complete and accurate information will speed the application process.

This application is a library record, and, as such, its information is considered to be confidential, in accordance with Tennessee Code #10-8-102.

**Tennessee Library for the Blind
and Physically Handicapped**

**Civil Rights Act of 1964 – Title VI
Data Collection Form**

In compliance with Tennessee Code Annotated 4—21—901 (Title VI Implementation Plans), the **Tennessee Library for the Blind and Physically Handicapped** is collecting the following demographic information. This information will be used for statistical purposes only and your participation in THIS PROCESS IS COMPLETELY VOLUNTARY. Your name will **NOT** be attached to the following data:

Please circle the word that best describes your racial or ethnic category. (These categories are from the U.S. Census.)

WHITE

AFRICAN-AMERICAN

AMERICAN INDIAN, ESKIMO, OR ALEUT

ASIA OR PACIFIC ISLANDER

HISPANIC ORIGIN (of any race)

OTHER RACE _____

If completed, please return with application.

NFB-NEWSLINE[®] Service
Now Available

The National Library Service for the Blind and Physically Handicapped (NLS) and its network of cooperating libraries are working with the National Federation of the Blind (NFB) to make new NLS patrons and other eligible individuals aware of NFB-NEWSLINE[®], a free dial-in service that provides more than fifty newspapers, updated daily, over the telephone. The user can easily select a newspaper, a section, or an article of synthetic speech, which is nonhuman computerized speech.

For more information about NFB-NEWSLINE[®], turn this page over.

To sign up for NFB-NEWSLINE[®], complete the form below and return it with the application for braille or talking-book library service. Once the application is processed, you will receive information about how to access NFB-NEWSLINE[®], including an identification number and a security code assigned by NFB.

_____ Yes, I would like to have access to NFB-NEWSLINE[®].

Name

What Is NFB-NEWSLINE®?

NFB-NEWSLINE® provides audio versions of daily newspapers using speech created by computers. Newspapers from throughout the United States cooperate with this service and send electronic text to the National Federation of the Blind (NFB) for processing and distribution. Access to this service is available twenty-four hours a day, seven days a week, to anyone who is eligible to receive library services from the National Library Service for the Blind and Physically Handicapped (NLS) of the Library of Congress and other library services. The only requirement is registration. You can do this by indicating your interest on the other side of this page and submitting the page along with your application for service or, if already a talking-book or braille reader, by notifying your service library that you would like to sign up for NFB-NEWSLINE®.

How to Use NFB-NEWSLINE®

All NFB-NEWSLINE® readers need an identification number and security code, which are assigned upon registration. Using the system requires a touch-tone telephone. A phone with a speaker is convenient but not required.

Anyone who is registered can call NFB-NEWSLINE® at the number provided. After a brief opening announcement, the system will ask for your preassigned identification number and security code, which you enter on the touch-tone keypad. Once admitted, you can then access the newspaper menu or select other information. When choosing the newspaper option, you can read papers in your state or nearby area, or you can read other papers from across the country. After you have chosen a paper, you can listen to today's edition, yesterday's edition, or the Sunday paper, which remains on NFB-NEWSLINE® for an entire week. Once in the menu of a particular paper, you can choose any section presented on the menu as soon as you hear the one you want. You can switch from article to article, section to section, or paper to paper at any time and without delay; it is fast and easy. Also, when reading a particular section, pressing a single key on the telephone keypad will quickly move you from one article to the next, skip ahead in the article, return to a previous article, change the speaking speed, change the reading voice, or spell out or search for words. The keystrokes are few and easy to remember. NFB-NEWSLINE® reminds you to check the help page to learn more about the service and any changes each time you call.